

**Dietitian/Nutritionists PAC Meeting Minutes**  
**Wednesday, February 16<sup>th</sup>, 2005**  
**1400 to 1600 HRS, EST**

**Call To Order:**        *CAPT Maureen Leser and CDR Jean Makie*

**Introductions:**        SG Conference Room Participants  
CAPT Maureen Leser – PAC Chair (outgoing)  
CDR Jean Makie – PAC Chair (incoming)  
CDR Celia Hayes – guest  
CAPT Laura McNally – guest  
LCDR Pam Vodicka – guest  
LT Heather Dimeris - guest

Phone Participants

LCDR Janis Armendariz – PAC member	CDR Peggy Barrow – PAC member
LT Chris Dunbar – PAC member	LCDR Kristen Warwar – PAC member
CDR Vangie Ramos-Tate – PAC member	CDR Ann Statin – guest
LT Kathleen Manning – guest	CAPT Mary Gessay – guest
LCDR Alexandra Cosi – guest	LCDR Samantha Maloney – guest
CDR Julie Hawes – guest	LT Carma Pauli – guest
LCDR Susan Warren – guest	CAPT Jo Holland – guest
CDR Jackie Thomas - guest	

**D/N-PAC Member Status:**

On behalf of the D/N PAC, CAPT Leser extended appreciation to the following members who are ending their terms and to those PAC members with term continuing:

**Ending D/N PAC Terms**

LCDR Alexandra Cosi  
CAPT Mary Gessay  
CAPT Karen Herbelin  
CDR Charlene Johnson  
CDR Charlene Sanders  
CDR April Shaw

**Continuing D/N PAC terms**

LCDR Janis Armendariz  
Leila Beker  
LT Amy Beutler  
LCDR Kristen Moe  
CDR Vangie Ramos-Tate  
LCDR Deirdra Scarborough  
LCDR Kristen Warwar  
CAPT Tammy Brown  
LCDR Kari Blasius

On behalf of the D/N PAC, CAPT Leser extended a welcome to new members:

CDR Peggy Barrow  
LT Chris Dunbar  
LT Susan Jones  
CDR Jean Makie  
CDR Madeline Michael

New Subcommittee Chairs

CCRF – LT Chris Dunbar  
Professional Development –  
LCDR Kristen Moe

LCDR Samantha Maloney  
LCDR Carol Treat

Mentoring – LCDR Susan Warren  
Associate Recruiting Program -  
CDR Celia Hayes  
Website – CDR Shirley Turpin

**New D/N-PAC Chair:** *CDR Jean Makie*

- A request was made for either a PAC member or a guest to accept the role as PAC Secretary – LCDR Pam Vodicka accepted.

**COA Meeting:** *CDR Makie*

- Agenda for Dietitian Category Day is nearly finalized; finalizing luncheon agenda will complete Category Day Agenda
- Completion of luncheon agenda depends on the final selection of the Dietitian of the Year Award; recipient will be invited to be guest luncheon speaker.
- The Global Health Summit will be held on June 5. This is pre-conference event to which a number of previous Surgeon Generals have been invited to speak.

**Subcommittee Reports:**

CCRF: *LT Chris Dunbar*

- A number of Dietitian officers have not yet completed readiness requirements.
- From previous experience, the CCRF Subcommittee states that Email is not effective in getting the word out or offering support/guidance for those who are not qualified.
- Most Commissioned Corps Officers who are delinquent have only one requirement remaining to complete:
  - The two most common reasons: not documenting immunizations accurately and not meeting fitness requirements
- It is recommended that all officers check accuracy of OFRD database...if inaccurate/incomplete; it is recommended that OFRD be contacted at <http://ccrf.hhs.gov/ccrf/contact.htm>.
- For some, Presidential Fitness Challenge is not being tracked; if this concerns you ([http://ccrf.hhs.gov/ccrf/Readiness/PC\\_SignUp.htm](http://ccrf.hhs.gov/ccrf/Readiness/PC_SignUp.htm)), a 7 step process is provided to ensure your progress is being followed.
- All are encouraged to help new officers understand requirements

Recruitment/Mentoring: *LCDR Susan Warren*

- 12 senior officer mentors and 8 mentees have been identified.
- LCDR Warren and/or Moe have called and talked to all new officers.
- Matches between mentor and mentee will be provided early March. A letter (to be signed by CAPT Blakely, CPO) to be sent identifying these the matches.
- LCDR Jackie Thomas is OCCO's Dietitian Category representative. She can be reached at 240-453-6028.

Associate Recruiter Program: *CAPT Celia Hayes*

- CDR Steve Blackwell has been named the new Recruitment Specialist at OCCO.
- There is a new contract in place to produce new CC recruitment materials.
- The Dietitian Category has a current brochure ready to use; template and/or copies are available
- FDA has paid for USPHS booth in past at the annual ADA meeting. CAPT Shirley Blakely to inquire status for the 2005 ADA meeting.
- Many colleges and universities are requesting information regarding careers for dietitians in the CC. CDR Hayes solicited assistance with preparing recruitment materials to distribute this information. To help, call CDR Hayes at 301-443-3669.
- Applications recently submitted for ARP are being processed. This is an ongoing, open enrollment process. Applications for those interested in joining can be found at <http://www.cfsan.fda.gov/~phsnutr/recruit.html>.
- Reminder to all recruiters: letters of acceptance WILL NOT be automatically forward to OPF. Associate Recruiters are encouraged to fax letters to their OPF.
- CAPT Laura McNally volunteered to inquiry whether an article similar to that printed in *Today's Dietitian* can be submitted to *ADA Times*.

Professional Development: *LCDR Alexandra Cosi*

- Announces new chair...LCDR Kristen Moe
- Acknowledges need for wider marketing of webpage

Website: *CAPT Mary Gessay*

- Current members: CDR Shirley Turpin (Webmaster), CAPT Maureen Leser, CDR Silvia Benincaso, LCDR Suzan Dunaway
- Website Mission: Provide timely, accurate information and advice dietitians and nutritionists can use to achieve objectives and the goals of the USPHS. Inspire and assist potential members to select a PHS career.
- Goals:
  1. Successfully launch the newly designed website on the FDA server by July 2003. Status – accomplished
  2. Prioritize and provide information related to our stated mission that is current, effective and monitored. Status – ongoing

**CPO Report:** *CAPT Shirley Blakeley*

- CAPT Blakely has been invited by DOD RDs to become involved in recommending weight standards and general requirements for fitness and readiness
- CAPT Blakely presented at the 44<sup>th</sup> Occupational Health Conference, where she had the opportunity to meet with several dietitians within other services who are working in the Weight Loss Consortium.
- Additional bullets to January '05 report

- OCCO remains understaffed by 20%, therefore, delays in requests being made may occur.
- OCCO has completed electronic OPF filing of all information submitted by those officers eligible for promotion in 2005. All officers are encouraged to check their OPFs for accuracy. Contact CPT Greg Stevens if errors are found.
- Changes in immunization requirements are anticipated (can expect a decrease in the immunizations required).

**Old Business:**

D/N- PAC Roster: *LT Carma Pauli*

- The D/N PAC is considering whether or not to post the current CC Dietitian Roster on the D/N website. Issues under consideration include:
  - Password protection to be considered/further discussed before submitting to website
  - A notice will be sent out to notify posting on website should someone not wish information to be shared.

Dietitian of the Year & Emerging Nutrition Leader Awards: *CAPT Maureen Leser*

- Current PAC members are in the process of reviewing nomination packets for these two awards. All votes will be sent to CAPT Leser so that awardees can be finalized.

**New Business:**

Healthy Lifestyles Initiative: *CAPT Maureen Leser, CAPT Shirley Blakely, and CDR Jean Makie*

- CAPT Blakely explained that there is much interest and support within the CC to revitalize the Healthy Lifestyle Initiative program.
- The D/N PAC will consider whether a subcommittee should be formed to assist in this effort.

**Agency Reports:**

IHS – no report

HRSA

- HRSA RD Workgroup is being formed; it currently is comprised of 15 dietitians (8 CC officers) who work in the Parklawn Bldg, and four who work in the field.

FDA

- Calorie counts initiative underway
- New laboratory kitchen recently opened. The primary objective of this research facility within CFSAN is to study pathogens, etc. in food production.

- Secretary Michael Levitt visited FDA/CDER at the Parklawn Building; he recognized CC officers and offered his support to the CC mission.

#### NIH

- Opening of the new Clinical Center has been postponed until April, 2005.
- New RD position in place and filled...RD Informaticist

CDC – no report

#### USDA

- All schools will be required to undergo inspection in July, 2005.
- The effective date for the new food allergen labeling (FALPA) was January 1, 2005. The FDA is also involved in the food labeling and all foods with labels will have to meet the 1/1/06 date.
- Chicago office to have two new job openings
- An article, “Day in the Life of a PHS Dietitian,” was recently submitted to the Agency’s newsletter; publication pending.

#### CMS

- Medicare Modernization Act continues to be put into action.
- The infrastructure at CMS is changing; this is expected to result in more job postings.

#### **Announcements:**

- JOAG – A meeting is planned for March 11, 2005. Surgeon General Carmona is expected as guest speaker at this open forum meeting ([www.joag.org](http://www.joag.org)).
- Please forward new email addresses to Jan Huy to receive current listserv announcements.